



Information Management

**AIR FORCE RECORDS MANAGEMENT
PROGRAM**

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OPR: IMD (Roger Young)
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AFI 37-122, 11 January 1994, is supplemented as follows:

6.1. Refresher training will be provided for file technicians who have not had training within the last 18 months.

6.2. All requests for new microfilm or microfiche viewers or viewer printers must be approved by IMD prior to actual purchase. Equipment that requires a change to the originally approved microfilm indexing system must be fully justified.

7. All organizations with more than one office of record will appoint a FARM. Organizations with 10 or more offices of record may appoint additional FARMS. Appoint FARMS by letter to the Records Management Division (IMD), and list all offices of record for which each FARM is responsible for.

7.1. Each FARM will maintain the following records for each office of record they are responsible for:

- A copy of the current Files Maintenance & Disposition Plan.
- Copies of USAFA Form 54, **USAFA Records Management Staff Assistance Visit Checklist**, on the

latest IMD and FARM visits.

- Copies of any waiver letters permitting retention of records in office.

7.1.1(Added). New File Plans. After reviewing the plan for accuracy and completeness, FARMS will initial and forward the plan to IMD for final review, approval, and entry into the Records and Information Management System (RIMS) data base. After entry, IMD will print the plan and any associated file and disposition control labels and return them to FARMS for distribution to the office of record. A second copy of the file plan will be furnished to the FARM for their files.

7.1.2. (Added) Revised File Plans . Assure that any changes, additions, or deletions to the plan are highlighted in yellow for ease of identification before forwarding to IMD for actions listed above. Make sure only one table and rule is used for any new items added to the plan.

7.1.3. (Added) Staff Assistance Visit (SAV) Schedule. IMD will issue a 24-month Records Management SAV Schedule at the beginning of each 24-month cycle.

- Fifty percent of the visits will be performed jointly by IMD and the organization's FARM. The remaining 50 percent of the visits will be performed by the FARMS immediately following the joint IMD/FARM visits. IMD will review FARMS first, followed by the joint visits to other offices scheduled.
- The visit schedule will identify specific offices to be visited jointly. Those offices not visited jointly in a given cycle will be visited jointly in the next cycle.
- Thirty days prior to scheduled joint visits, IMD will notify FARMS of the date specific offices will be visited.
- IMD will prepare visit reports on joint visits, and FARMS will prepare reports on the visits they perform alone.
- USAFA Form 54 will be used for all visits.

7.2. (Added) FARMS must ensure that all offices of record in their area of responsibility retire eligible records into the Records Staging Area by established suspense date.

8.1. The COR may approve requisitions for any standard filing equipment such as letter size cabinets; however, requisitions for any nonstandard filing equipment such as legal size cabinets must be forwarded to IMD for approval. See AFMAN 37-123, *Management of Records*, for additional guidance. The COR:

- Appoints new records technicians in writing.
- Forwards the letter to the appropriate FARM and IMD.
- States in the letter the technician's name, office symbol, building and room number, duty phone number, and whether or not the technician has completed records management training at the Academy and the date of training.

10.(Added). Form Prescribed. USAFA Form 54.

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